**Expectations/Guidelines:**

* We have taken our traditional 4 course pre-college math curriculum and split it into 15 modules.   
  **MATH 079 (Pre-College Math I) covers modules 01 - 05**.
  + You are expected to teach all of the material outlined for this course.
  + The idea is for you to spend approximately two weeks teaching each module.
    - You may be able to move faster through some modules so that you can spend more time on others.
      * This decision is left to your discretion as professionals.
* **Course grades** should be based upon quizzes, exams, homework, and a final exam.
  + Please be judicious with extra-credit assignments. We do not want to have grades artificially inflated as this just causes students to repeatedly fail subsequent courses.
  + While attendance is important and should be required of your students, it should not significantly influence their overall grade in your course.
  + The standard college +/- grading scale should be used in your course.
* Students must be **tested at the end of each module**.
  + Module tests are written and graded by you, the instructor.
    - Students should not be allowed any notes during any pre-college math test.
    - 079 students are not allowed the use of a calculator on any their exams.
  + If a student’s score on any one exam does not meet a minimum of 70%, then that student must show proficiency by taking a second exam over that material.
    - You are welcome to use one of the Math Achievement Center (MAC) computerized exams as your second “backup” exam.
      * In order to protect the integrity of the MAC exams, please do not give students a copy of them.
  + Encourage students to make use of on campus resources – MAC computers and manipulatives, weekly workshops through the MAC, tutoring in the learning commons, online materials in MyMathLab (MML), etc.
    - You may want to consider requiring attending at least two workshops during the quarter.
* If after three attempts a student is **unable to successfully complete a module**, then a couple of options exist:
  + If this occurs during weeks 01 – 06, then the student can “fall back” to the MAC and complete their coursework at their own pace for variable credit.
    - Students will need to fill out a drop/add slip and have it signed by either their classroom instructor or a MAC instructor.
    - You will need to make sure that all of their grades have been entered in MML before their arrival in the MAC.
  + If a student barely misses the 70% mark, you may allow them to stay in your class. However, they still must demonstrate competency in ALL modules before passing the class.
* If the student has successfully completed the first three modules, but is not successful in the fourth module, then you can assign them a grade for the first three credits of MATH 079 in instructor briefcase at the end of the quarter.
* While **homework** is required, it cannot exceed 20% of the overall grade.
  + There is a recommended list of homework problems available in your MML course space for students to complete online (less work for you).
    - If using the online homework assignments, you may want to consider requiring a homework journal so that you can look at your student’s work.
  + Caution - the online homework matches up (concept-wise) with the assignments from the book, but the numbers are different.
* A departmental **cumulative final** is required.
  + The main goal of the final will be to help us make informed decisions about our new curriculum.
  + This department final will be up for review, discussion, and revision by 079 faculty each quarter it is in use.
  + The final exam must be worth at least 15% of the overall grade.
* MATH 079 faculty will need to attend a **faculty inquiry group** (FIG) meeting three times during the quarter.
  + The first FIG meeting will be held early in the quarter and will center around teaching integers through manipulatives and applications.
  + The second FIG meeting will be mid-quarter to revise the final exam as well as a discussion of alternative assessment opportunities.
  + The third FIG meeting will be held at the end of the quarter to debrief on the quarter – what is working and what needs to be changed?
  + Adjuncts will be paid a modest stipend for attending these meetings.
* All 079 faculty need to perform at least two **Classroom Assessment Techniques** (CAT) during the quarter.
  + A post-activity summary is included in the Pre-College shared network folder.
  + Please complete these and return to Terri Skeie by the end of the quarter.
  + This is a requirement of the Gates grant that we received and your participation is appreciated.
* In the MAC you will find a set of **resources** for your course planning … sample projects, assignments, manipulatives, etc.